



Town of Frederick Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, May 10, 2016

6:30 P.M.

Work Session

General Discussion

7:00 P.M.

Regular Meeting

Call to Order – Roll Call:

Pledge of Allegiance:

Approval of Agenda:

Special Presentations:

St. Vrain Valley School District Update – Dr. Don Haddad, Superintendent

Frederick Firestone Fire Protection District Quarterly Update – Chief Ted Poszywak

Frederick Municipal Court Update – Jeff Cahn, Municipal Judge

Public Comment: This portion of the Agenda is provided to allow members of the audience to provide comments to the Town Board. Please sign in and the Mayor will call you. If your comments or concerns require an action, that item(s) will need to be placed on a later Agenda. Please limit the time of your comments to three (3) minutes.

Staff Reports:

A. Administrative Report – Matt LeCerf, Town Manager

B. Town Clerk's Report – Meghan Martinez, Town Clerk

Consent Agenda: Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless a Board member so requests, in which case the item may be removed from the Consent Agenda and

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considered at the end of the Consent Agenda

- C. Approval of April 26, 2016 Minutes – Meghan Martinez, Town Clerk
- D. Acknowledgement of Receipt of List of Bills – Mitzi McCoy, Finance Director
- E. Resolution 16-R-32 Supplement the Year 2015 Operating Budget – Mitzi McCoy, Finance Director
- F. Ordinance 1230 Amending Chapter 8, Article III, Section 8-45 of the FMC Regarding Vehicle Registration – Kristin Brown, Town Prosecutor
- G. Resolution 16-R-33 Appointing a Municipal Judge
- H. Resolution 16-R-34 Appointing Substitute Municipal Judges

Action Agenda:

- I. Consideration of the Rep-appointment of Lee Schlais to the Parks, Open Space, and Trails Commission – Jennifer Simmons, Planning Director
- J. Resolution 16-R-35 Awarding the Bid for the Skate Park Request for Proposals to Team Pain – Jennifer Simmons, Planning Director
- K. Resolution 16-R-36 Awarding a Contract for the 2016 Pavement Maintenance Project – Steve Stanish, Stormwater and Transportation Engineer
- L. Resolution 16-R-37 Awarding a Contract for the 2016 Concrete and Alley Maintenance Project – Steve Stanish, Stormwater and Transportation Engineer
- M. Resolution 16-R-38 Awarding the 2016 Frederick High School Scholarship – Meghan Martinez, Town Clerk

Mayor and Trustee Reports:

Work Session: General Discussion



1st QUARTER SERVICE REPORT

January 1 – March 31, 2016

Prepared for: **The Town of Frederick**

**FREDERICK-FIRESTONE
FIRE PROTECTION DISTRICT**



Office of the Fire Chief

Office: (303) 833-2742
Fax: (303) 833-3736
E-Mail: tposzywak@fffd.us

April 12, 2016

Town of Frederick
401 Locust Street
Frederick, CO 80530

Mayor Carey, Honorable Trustees, and Mr. LeCerf

In compliance with the District's Inter-Governmental Agreement (IGA) with the Town of Frederick, enclosed is the quarterly service report of our performance during the 1st quarter of 2016. The report contains four categories; response times, training hours, code enforcement activities, and customer feedback items.

The response time section contains two reports; total average response time and explanations for response times over seven minutes. The average response time required by the IGA is 5.5 minutes 80% of the time. The District responded to a total of 521 incidents between January 1 and March 31, 2016, with an average emergency response time of 4.4 minutes. The summary of responses over seven minutes can be found on the *Incident Response Time Overages* report. Please note it is District policy not to respond emergent to routine incidents such as blood draws, agency assist calls, or other non-emergency and non-life threatening situations. For a specific explanation of all overages, please see the report.

The training report is divided into two sections as well; fire & rescue training hours and emergency medical training hours. All training conducted by the District is taught according to State of Colorado Division of Fire Prevention & Control standards which in turn encompass International Fire Services Accreditation Council (IFSAC) and National Fire Protection Association (NFPA) standards. All medical training is approved by the District's Medical Director to meet or exceed Denver Metropolitan Medical Care Protocols. For the 1st quarter of 2016, District employees and reserves participated in 478 hours of emergency medical training and 4,075 hours of fire and rescue training.

The Fire Prevention Division completed 98 fire safety inspections, 15 plan reviews, and 8 acceptance tests in the Town of Frederick during the 1st quarter of 2016. Additionally, Certificates of Occupancies were issued for; Peel Pizzeria, FCI Constructors and Ohana Montessori In-Home Childcare. Also, 7 fire safety articles were published in the local newspapers.

The final section contains community feedback measures. The District mails out comment cards to citizens and businesses to which we respond, both for emergencies and inspection activities. The respondents are asked to rate the District's performance on a scale of 1-10; one being the lowest satisfaction rating and ten being the highest. The report contains a summary of the cards mailed out, rate of return and overall performance rating. During the 1st quarter of 2016, the District mailed-out 230 emergency response feedback cards and received a rating of 7 or higher

on 96% of the cards returned. The District also mailed-out 126 response cards to businesses receiving an inspection during the 1st quarter of 2016. Of those cards returned, 100% had a rating of 10 or higher. In total, the rate of return of all feedback cards was 20.8%. A summary of all of the scores received can be found in the *Customer Evaluation Summary* report.

In addition to the information provided above, other projects and activities completed in the 1st quarter of 2016 included:

- **2016 Special District Election**

- At the close of business on the sixty-third day before the May 3 election there were not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates; therefore, the election to be held on May 3, 2016 was cancelled pursuant to §1-13.5-513(1), C.R.S. The following are the new Ward Director assignments:
 - Ward 1 – Served by Director Christopher Vigil who was appointed to a vacancy left by Dustan Flanagan in January 2016.
 - Ward 4 – Served by incumbent Director Jeff Jurgena
 - Ward 5 – Currently served by Director and Board President Tim Kosmerl who is term limited. Mr. Ed Weimer was elected to this position.

Each of these positions as well as officer assignments will be sworn in at the May 9, 2016 regular meeting.

- **Personnel & Staffing**

- The 2016 Staffing Plan was initiated on January 4, 2016 with the conversion of Community Outreach Specialist Summer Stair and Administrative Assistant Erika Vasquez to full-time status.
- Staff completed the assessment center and testing process for the vacant Training Officer position on February 25. We had assistance from chief staff of Thornton Fire Department, Front Range Fire Rescue Authority as well as our officers as evaluators in the process. Paramedic/Firefighter Venerable was offered the position and was officially appointed on March 26. He will be recognized in the Promotional and Badge Pinning Ceremony on June 13 at 6:00 pm.
- The District added three new Firefighter positions in January to increase staffing levels in preparation for a redeployment of resources this June. This redeployment includes adding an ambulance to Station 4, moving the ambulance from Station 3 to Station 1, and transferring our technical rescue, hazardous materials, and water rescue resources to Station 2, which will serve as the District's Special Operations hub. Upcoming components of the 2016 Staffing Plan include the promotion of three firefighters to Lieutenant for the purpose of adding company officer supervision to Station 4.
- Also, staff opened the testing process for eligibility lists for all of the various grades of Firefighter positions in February. Testing will occur tentatively in May.

- **Fleet**

- The District completed the bid process for a new fire engine to replace the 2001 engine currently at Station 2. The bid was awarded to Pierce Manufacturing and Front Range Fire Apparatus, a local business. The final configuration pricing with prepayment discounts, options and deletions is estimated at \$483,000. This price is in addition to the loose equipment package price of \$136,000 that will be purchased separately from various vendors for which we have submitted a grant. The total project cost will be estimated at \$618,000.
- On January 28, 2016 the bid process closed for the remount ambulance project to replace the 2008 GMC/Medtec ambulance as part of the capital equipment budget for 2016. At that time, we received two bids for consideration. After reviewing the proposals, the bid was awarded to Arrow Manufacturing and Johnson Auto Plaza. The proposal was priced as follows:

○ 2016 Chevy G4500 gas chassis	\$26,254
○ Refurbished Medtec patient care module including graphics and lighting package	\$112,432

Total	\$138,686
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This price is in addition to the loose equipment package price of \$63,000 that will be purchased separately from various vendors. The total project cost is estimated at \$201,686. This, along with the final pumper cost will leave a residual of approximately \$611,000 in the Equipment Replacement Reserve Fund at the end of 2016. This fund was established through annual general fund contributions in 2007 in order to fund life cycle replacements of essential capital equipment.

- **Facilities**

- The lease renewal for Station 4 with the State Park was fully executed in January. In addition, Staff has completed the lease renewal with HealthOne to renew their lease of a portion of the Station 2 facility for another two-year term to maintain the AirLife Denver helicopter base. The new lease expires on February 29, 2018.

- **Weld County Mutual Aid Agreement**

- The final revision of the Weld County Fire Chiefs' Association Mutual Aid Agreement updating the 2003 Fire Services Mutual Aid Agreement that exists between all Weld County fire agencies was completed in December. The new Agreement supersedes the prior Agreement as of November 1, 2015. Major changes include a reduction in the Mutual Aid Period from 48 hours to 12 hours before reimbursement can be requested.

- **Weld County Communications Advisory Board**

- Fire Chief Poszywak attended the monthly meetings of the Weld County Communications Advisory Board. The Board reviewed and revised several dispatching policies and procedures.

- **Weld County Fire Chiefs' Association**

- Fire Chief Poszywak attended the monthly meetings of the Weld County Fire Chiefs' Executive Board in which the new mutual aid agreement,

communications system issues, and wildland incident coordination were discussed. The District will hosted the March 23 meeting.

- **Community Outreach**

- Summer Stair continued coordinating and collaborating with the community outreach staffs of both towns for the 2016 events.

Scheduled Events:

- Blood Pressure checks at the Senior Center and at the Carbon Valley Recreation Center,
 - Station 3 Tour,
 - Birthday Party Appearance,
 - Taught a Weld County Emergency Preparedness course to Carbon Valley Day Care Group.
 - Attended Firestone's annual Public Safety Meet & Greet on March 24
 - Participated in the Carbon Valley Rotary's Community Easter Egg Hunt on March 26
 - **Our first Community Safety Day for 2016 will be held at the Firestone Home Depot on April 16 from 10:00 am – 2:00 pm.**
- **Social Media:** Postings for the month included: Notification of a prescribed burn at the St. Vrain State Park, CODE Red information, Posted about Burn Awareness Week, Kitchen Safety information for the Super Bowl, Monthly Board Meeting, Public Safety Announcement on Ice Rescue/Safety and a Station 3 Tour.
 - Facebook: Currently our rating is a 4.8 with 2,241 page likes. Up 13 from last month.
 - Twitter: 368 Followers.

- **Annual Financial Audit**

- On Thursday February 4, 2016 District staff received the request for documentation, financial reports, and other pertinent preparation instructions for the annual audit. The District's auditors have scheduled the District's annual audit to take place on April 18, 2016 through April 20, 2016. On February 23, 2016, District staff provided the auditors with a list of Board Members and employees; a copy of the District's Accounting and Financial Policies and Procedures; and the beginning and ending check numbers for 2015.

Please review the enclosed material at your convenience. If you have any questions or should you need any additional information, please feel free to contact me. As always, if we can do anything to improve our service to the Town, please do not hesitate to let us know.

Respectfully,

Theodore M. Poszywak

Theodore M. Poszywak,
Fire Chief

SECTION 1

RESPONSE TIME SUMMARIES

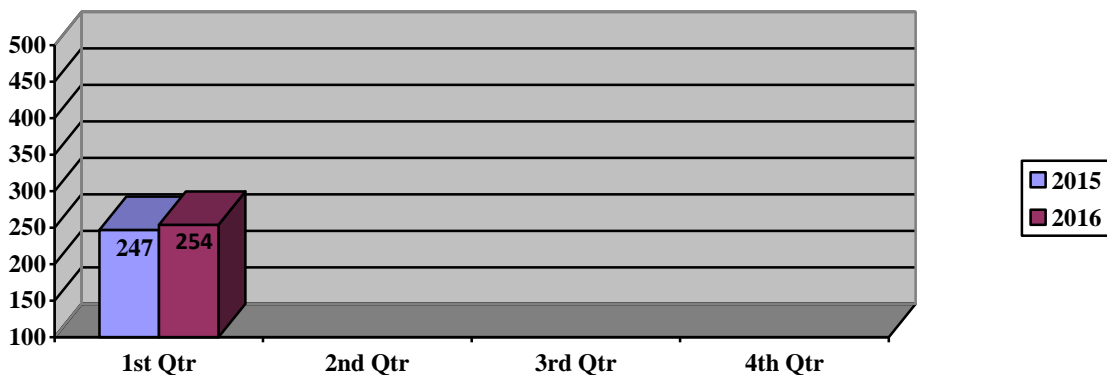
TOTAL AVERAGE RESPONSE TIME



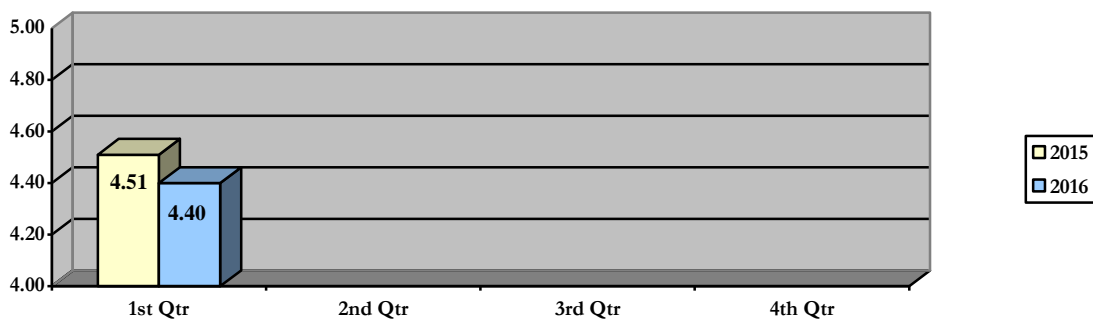
RESPONSE SUMMARY January 1 – March 31, 2016

	<u>2015</u>	<u>2016</u>
Total incidents January – March:	462	521
Total number of non-emergency response calls:	215	267
Total number of emergency response calls:	247	254
Total number of ambulance transports:	223	220
Total number of helicopter transports:	0	2
Average response time for emergency response calls:	4.51 min	4.40 min

Emergency Response Volume



Average Response Time



RESPONSE TIME OVERAGES



RESPONSE TIME OVERAGES
January 1 – March 31, 2016

INCIDENT #	DATE	ALARM TIME	RESPONSE MINUTES	EXPLANATION
Station 1				
2016-00044	1/8/2016	7:39	7	Road Conditions
2016-00057	1/8/2016	20:37	7	Road Conditions
2016-00235	2/14/2016	0:52	7	Edge of response area
2016-00369	3/5/2016	18:50	7	Primary unit on another incident
2016-00412	3/11/2016	12:20	8	Primary unit on another incident
Station 2				
2016-00026	1/5/2016	7:37	7	Primary unit in training
2016-00041	1/7/2016	20:47	7	Response/Access on I-25
2016-00042	1/8/2016	0:38	9	Road Conditions
2016-00075	1/21/2016	10:28	7	Primary unit in training
2016-00080	1/12/2016	22:08	9	Road Conditions
2016-00414	3/11/2016	16:36	7	Response/Access on I-25
2016-00489	3/24/2016	10:36	7	Response/Access on I-25
2016-00498	3/26/2016	5:43	8	Response/Access on I-25
Station 3				
2016-00067	1/10/2016	15:01	8	Primary unit on another incident
2016-00078	1/21/2016	13:49	8	Primary unit in training
2016-00310	2/26/2016	20:13	7	Edge of response area
2016-00415	3/11/2016	18:16	7	Edge of response area
2016-00431	3/14/2016	10:24	7	Primary unit on another incident
Station 4				
2016-00050	1/8/2016	18:13	7	Response/Access on I-25

SECTION 2

TRAINING SUMMARY

**FREDERICK -FIRESTONE
FIRE PROTECTION DISTRICT**



**Life Safety Division
Training Unit**

Office: (303) 833-2742
Fax: (303) 833-3736
E-Mail: jvenerable@fffd.us

**TRAINING SUMMARY
January 1 – March 31, 2016**

Total Fire Training Hours January - March: 4,075.5

Total EMS Training Hours January - March: 478.5

Overview of Training Events:

- All line staff completed the District's annual EMS skills proficiency check-offs conducted by the District's Physician Advisor
- Initial three day Blue Card certification lab was completed for Lieutenant Futrell, Officer Candidates, and members of South Adams Fire Rescue.
- Current Blue Card holders completed sim-lab for re-certification.
- All crews completed an Ice Rescue refresher course instructed by District water rescue staff.
- All crews completed multi-company drills hosted by the Life Safety Division
- All crews completed the District's annual Fire Safety Inspection refresher training instructed by Fire Marshal Puccetti
- Division Chief Puccetti and, Battalion Chief Iacino attended the annual International Code Council Conference in Denver.
- Special Operations personnel completed high angle rope rescue training with the North Area Technical Rescue Team.
- Fire Chief Poszywak attended three day Quality Improvement through Accreditation workshop.
- All members attended King Vision Airway Management training conducted by Division Chief Prunk.
- Battalion Chief Chris Edwards completed the Leadership portion of Chief Officer Training Curriculum.
- Paramedic Firefighters Jaycee Lovato and Noah Creaven completed the district's Paramedic Field Instruction process.
- The six Officer Candidates completed Engine Company Officer shadow time with current District Lieutenants and Captains.
- Driver Operator program initiated for Paramedic FF Creaven, Firefighters Martin, Unrein, Land, Valentin, and Than. The program is being instructed by Lieutenant Loveridge.

SECTION 3

FIRE PREVENTION SUMMARY



FIRE PREVENTION SUMMARY

January 1 – March 31, 2016

Fire Safety Inspections Completed

- Life Safety Inspections – 98 Fire Safety Inspections

Certificate of Occupancy Approved

- Peel Pizzeria
- FCI Constructors, Inc.
- Ohana Montessori In-Home Childcare

Plan Reviews Completed

- EZ Excavating/Site Plan/Temporary Structure/Plan Review/Approved
- Hidden Creek – Subdivision Amendment/Plan Review/Comments
- Meadowlark Lot 4 Site Plan/Plan Review/Comments
- Sonic Drive-Thru Restaurant – Pre-Application Meeting
- Petersen Barn – Site Plan Amendment/Plan Review/Comment Letter
- RD Ironworks Tenant Finish/Plan Review/Accepted for Construction
- Aqua-Hot New Rack Storage/Plan Review/Approved
- Peterson Barn/Plan Review/Site Plan/Approved
- Meadow Lark Business Park Lot 4 – Plan Review/Approved for Construction
- Otterbox Fire Alarm Upgrade – Plan Review/Approve
- Miner's Village Preliminary Plat - Plan Review/Approved
- LIFE Fellowship Event – Plan Review/Comments
- Rebel Car Show Event – Plan Review/Comments
- Parker Sheet Metal – New Building/Approved for Construction
- Saunders Construction – Tenant Finish Plan Review/Approved for Construction

Special Inspections and Acceptance Testing

- FCI Constructors – New Building/Fire Sprinkler Hydro-Test/Approved
- Peel Pizzeria- Final Testing/Inspection/Certificate of Occupancy
- Indian Peaks Medical Center/Drywall Rough-in Inspection/Approved
- Eagle Business Park Spec Building - Final Inspection/Certificate of Occupancy
- FCI Constructors, Inc./Final Building Inspection/Certificate of Occupancy
- Source Gas – Under Ground Super Flush – Inspection/Passed
- Indian Peaks Medical Center – Final Fire Sprinkler Rough-In Inspections/Passed
- Ohana Montessori In-Home Childcare – Final Fire Code Inspection

Fire Investigations

- Commercial – 0
- Residential – 0
- Other – 0

Youth Firesetting Prevention and Intervention Program

- No Contacts

Community Outreach & Public Education Programs

Social Media: The following information was posted on Facebook, Twitter and YouTube:

- CPR Class Flyer
- Daylight Savings Times and replacement of Smoke Detector batteries
- Blended CPR Class
- Community and Hero Awards
- Citizen Award
- Carbon Valley Chamber Luncheon

Monthly Safety Articles

January 2016 monthly safety articles were presented on the following topics:

- Article on Safety on Ice and Snow Removal
- Article on the dangers of Carbon Monoxide

February 2016 monthly safety articles were presented on the following topics:

- Article on Burn Awareness Week
- Article on Portable Space Heaters
- Article on Cooking Safety for the Super Bowl

March 2016 monthly safety articles were presented on the following topics:

- Article on Safe Driving 101
- Article on Car Seat Safety

SECTION 4

FEEDBACK SUMMARY

**FREDERICK-FIRESTONE
FIRE PROTECTION DISTRICT**



Administration

Office: (303) 833-2742
Fax: (303) 833-3736
E-Mail: dingraham@fffd.us

**CUSTOMER EVALUATION SUMMARY
January 1 – March 31, 2016**

	Emergency Incidents	Inspection Activities
Cards Mailed:	230	126
Cards Returned:	49	25
Rate of Return:	21.3%	19.8%

<u>RATINGS OF CARDS RECEIVED:</u>	<u>Emergency Incidents</u>	<u>Inspection Activities</u>
Rating of 10	37 (75.5%)	25 (100%)
Rating of 9	4 (8.2%)	
Rating of 8	4 (8.2%)	
Rating of 7	2 (4.1%)	
Rating of 6	1 (2.0%)	
No Numerical Rating Given	1 (2.0%)	

(Rating Scale: 10 = Excellent / 1 = Poor)



TOWN OF FREDERICK MEMORANDUM

TO: Honorable Mayor and Board of Trustees

FROM: Matt LeCerf, Town Manager

DATE: May 10, 2016

CC: Town Staff
Local Media

SUBJECT: Departmental Report

Upcoming Board of Trustees Work Sessions – If there are topics that the Board would like staff to schedule for discussion, please let me know. The following topics are recommended for Board discussion (all meetings will be held in the Town Board Chambers unless otherwise indicated):

- 05/10/2016 – Regular Meeting
- 05/17/2016 – No Work Session Planned
- 05/24/2016 – Regular Meeting (Cancelled)
- 05/31/2016 – No Work Session Planned
- 06/14/2016 – Regular Meeting

Police Department

- *Drug Take Back Program* – Citizens brought in 97 pounds of old unused prescription and over-the-counter medications on Saturday, April 30th. The United States Drug Enforcement Administration will be picking these things up for destruction.
- *Fishing Clinic* – The Fishing Clinic, sponsored by the Colorado Division of Parks & Wildlife and the Frederick Police Department, is scheduled for Saturday, May 14th, from 8:30 AM to Noon.

Administration

- *Time Capsule for Entryway* – We are currently working on a time capsule project that will be sealed inside the new entryway at the dedication ceremony, tentatively planned for June 2nd. We have reached out to community partners such as our schools, the Carbon Valley Recreation District, the Carbon Valley Regional Library, etc. to put in an item that represents their organization and our community, but would also give someone 100 years into the future a glimpse of what life was like in 2016. If you have any input on what items you'd like to see in the time capsule, please contact Community Relations Manager, Megan Williams.
- *Arbor Day Recap* – Our Arbor Day celebration was a success! Town staff, Karin Strauch of the Parks & Open Space Commission, Mayor Carey and Mayor Pro-Tem Brown went to Carbon Valley Academy, Legacy Elementary and Thunder Valley K-8 on Friday April 29th and Planning Director Jennifer Simmons did a great job presenting to third graders at each school including a brainstorm on what trees give us and what we give trees, how a tree is a living thing just like a third-grader, and how to care for the tree seedlings each student was given at the end of their school day. The principal at each school read The Giving Tree and Colorado State Forester Boyd

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Lebeda presented the Tree City USA Award to the Town of Frederick. Check out photos of the event on the town's facebook page.

- *Community Relations Intern* – Our Community Relations intern for the 2016 season, Taylor Craven, will be starting this week in preparation for DIY Day. Taylor is a business major at CU Denver and has event experience from working as a Journey Leader in CU's orientation program. She will be managing the Frederick Market under the Event Coordinator's supervision as well as helping with other community relations projects throughout the summer. We're excited to utilize her talents to benefit Frederick and take this opportunity to give back by mentoring the next generation.
- *URA Development* – Staff has begun meeting with various taxing entities with plans to reach amicable TIF sharing agreements for the Eagle Business Park URA. Also we are continuing to exclude oil & gas from our existing UR Area plans for the benefit of both the taxing entities and establishing of the bases of the projects.
- *Tipple Parkway Application* – Staff met with Department of Local Affairs (DOLA) representative Don Sandoval on our submitted application for the Tipple Parkway Improvements between Silver Birch and the East Frontage Road. We plan to make a formal presentation to the evaluation committee in Salida in July.

Engineering Department

- *Layton Lateral Culvert Repair* – Staff discovered that the metal culvert carrying the Layton Lateral irrigation ditch across Bella Rosa Pkwy was badly rusted and has partially collapsed. Plans for an emergency replacement have been reviewed by the ditch company and work is scheduled to begin the week of May 9. It is critical to get this work completed quickly to allow irrigation to begin as soon as possible since water was turned into the Lower Boulder Ditch system on May 3.
- *Building Safety Month* – The Building Division is promoting Building Safety Month in May! This is a public awareness campaign to help individuals, families and businesses understand what it takes to create safe and sustainable structures. We will have a booth set up at the Town's annual fishing Clinic/ DIY days (May 14th from 8:30 to 12:30) to provide information and answer any questions. The following is a breakdown of the weekly themes:
 - May 2–8, Building Solutions for All Ages
 - May 9–15, The Science Behind the Codes
 - May 16–22, Learn from the Past, Build for Tomorrow
 - May 23–29, Building Codes: A Smart Investment



Town of Frederick Memorandum

TO: Honorable Mayor Tony Carey and Board of Trustees

FROM: Meghan Martinez, Town Clerk

DATE: May 5, 2016

SUBJECT: Town Clerk Report

- *Liquor Licensing.*
 - Reviewing one renewal application for 7-Eleven
- *Records Requests.*
 - Responded to two requests for records.
 - Soil Report for Development
 - Property File for 4041 Kodiak Court
- *Scholarship Commission.*
 - Coordinated interviews for the commission.
- *Records Retention.*
 - Auditing Town Clerk Files and assessing retention and historic value of all documents.
 - Ongoing scanning of permanent records and records of historic value.
- *Frederick Arts Commission.*
 - Kathy Wardle will be attending the upcoming commission meeting to discuss the unveiling of the grape crusher and to work with the commission on installation of the base once a location is chosen.
 - Submissions for the Spring 2016 Community Canvas were due on May 6th.
- *Mayor and Board of Trustees Historical Information.*
 - Reviewing old records and updating all historical information
 - Comparing current record with minutes and election information to provide an accurate roster of members of the Board since Frederick's incorporation.

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Town of Frederick Board of Trustees

Regular Board Meeting Minutes
Frederick Town Hall I, 401 Locust Street
April 26, 2016

Call to Order: At 7:00 p.m. Mayor Carey called the meeting to order and requested roll call.

Roll Call: Present were Mayor Carey, Mayor Pro Tem Brown and Trustees Payne, Schiers, Burnham and Skates. Trustee Hudziak were not present. Also present were Town Manager Matt LeCerf, Town Attorney Rick Samson, and Town Clerk Meghan Martinez.

Pledge of Allegiance: Mayor Carey invited everyone to join in the Pledge of Allegiance.

Consent Agenda:

Motion by Trustee Skates and seconded by Trustee Payne to approve the following items on the consent agenda:

- April 12, 2016 Minutes

Upon roll call vote, motion passed unanimously.

Mayor and Trustee Reports:

Trustee Burnham: He requested Town Clerk Martinez provide an update as to how many Absentee Ballots were received within the statutory timeframe. Town Clerk Martinez indicated that no ballots were received within the statutory timeframe. He also wished Amy and Gavin farewell and thanked them for their service. They will be missed.

Mayor Pro Tem Brown: Thanks to the Gavin and Amy. She has enjoyed working with both of them.

Trustee Skates: He thanked Gavin and Amy and wished them luck in their future endeavors.

Trustee Schiers: She provided information from the I-25 Coalition. She thanked everyone. It has been a great run.

Trustee Payne: Thank you to the Mayor for vision and setting a good course. Thanks to the Board. Thanks to Matt for all he does for the town and the time he puts in. Thanks to staff, who bring a huge wealth of knowledge. Thanks to POST it was fun to be a part of the passion of that group. It has been a tremendous learning experience.

Mayor Carey: Thanks to both Gavin and Amy. It has been great working with them. Welcome to Sam and Rocky. He thanked former Trustee Carmen DeSantis for his 40+ years of service on the Board.

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Seating of New Board: Town Clerk Martinez swore in Mayor Carey and Trustees Laura Brown, Salvatore “Sam” DeSantis, and Rocky Figurilli.

Consent Agenda: Motion by Trustee Brown and seconded by Trustee Burnham to approve the consent agenda which included the following items:

- Resolution 16-R-28 Appointing a Town Manager
- Resolution 16-R-29 Appointing a Town Attorney
- Resolution 16-R-30 Appointing a Town Clerk
- Resolution 16-R-31 Appointing a Town Treasurer

Action Agenda:

Appointment of Mayor Pro Tem: Motion by Trustee Burnham and seconded by Trustee Skates to appoint Trustee Laura Brown as Mayor Pro Tem. There were no other nominations. Upon roll call vote, motion passed unanimously.

Public Comment:

Karen Rademacher, High Plains Library District Trustee from Area 1 discussed the library district and the unique challenges they are facing. She asked for the support of the Town Board.

Swearing In of Officers and Mayor Pro Tem:

Town Clerk Martinez was sworn in by Mayor Carey.

Town Manager/Treasurer Matt LeCerf was sworn in by Town Clerk Martinez.

Town Attorney Rick Samson was sworn in by Town Clerk Martinez.

Mayor Pro Tem Brown was sworn in by Town Clerk Martinez.

There being no further business of the Board, Mayor Carey adjourned the meeting at 7:26 p.m.

Approved by the Board of Trustees:

ATTEST:

Tony Carey, Mayor

Meghan C. Martinez, CMC
Town Clerk

Town of Frederick-List of Bills
April 1, 2016-April 21, 2016

ACE HARDWARE OF FIRESTONE	Supplies	396.39
ADAMSON POLICE PRODUCTS	Equipment	167.00
ALSCO INC	Public Works Uniforms	353.42
ARACELI BATREZ	Restitution	250.00
ARIELMIS INC	Permit software	62.50
ARROW OFFICE EQUIPMENT, INC.	Office Supplies	1,113.30
BROOKE CUNNINGHAM	Mileage Reimbursement	49.22
C & M AIR COOLED ENGINE INC	Equipment	14,729.00
C & M GOLF & GROUNDS	Storage Container	1,865.00
CARPET MASTERS OF COLORADO INC	Maintenance at Bella Rosa	5,451.57
CASELLE, INC.	Contract Support & Maintenance	1,661.00
CENTER FOR RESOURCE CONSERVATION	Garden in a Box Program	1,112.00
CENTRAL WELD CTY WATER DIST	Water Taps	100,000.00
CES (Colorado Accounts - SW)	Electrical Supplies	23.30
CIRSA	Insurance	1,152.00
CITY OF WESTMINSTER	NATA Dues	600.00
COMCAST CABLE	Internet & Cable Services	199.19
COMCAST PHONE	Phone service	291.98
COMMUNITY PET HOSPITAL	K-9 exam and food	524.78
CUNEY REAL ESTATE SERVICES	Urban Renewal Services	600.00
DANA KEPNER CO	Water meter supplies	25,844.01
DBC IRRIGATION SUPPLY	Flow sensor project	354.74
DEFALCO CONSTRUCTION COMPANY	Emergency culvert repair	6,663.50
DEPARTMENT OF MOTOR VEHICLE	OJ/W & default fees	165.00
DEPARTMENT OF PUBLIC HEALTH & ADMIN	Water testing	1,518.00
DIVERSIFIED SERVICE SYSTEMS INC	Cleaning services	2,210.00
E-470 PUBLIC HIGHWAY AUTHORITY	Travel & Training	81.40
ELSTER SOLUTIONS LLC	Meter Services	1,080.85
EVOLVE TECHNOLOGIES LLC	Phone repairs	222.50
FARIS MACHINERY COMPANY	Equipment rental	4,810.00
FAST SIGNS	Fishing clinic signs	42.50
FASTENAL COMPANY	Shop supplies	73.34
FREEDOM MAILING SERVICES LLC	Voucher printing	2,221.57
FRONT RANGE FIRE APPARATUS	Maintenance at Bella Rosa	38.65
FRONTIER BUSINESS PRODUCTS	Servicing of Copier	550.14
G & G EQUIPMENT INC	Parts & Equipment	301.77
GREEN MILL SPORTMAN'S CLUB	Range use	200.00
HART INTERCIVIC INC	Election Supplies	69.80
HD SUPPLY WATERWORKS LTD	Equipment	227.06
HOMER ORTEGA	Refund Overpayment	48.33
INTERSTATE FORD	Truck parts	77.23
JAN BAX	Election Judge	120.00
KENNETH DOLL	Reimbursement for supplies	58.22
KINSCO LLC	Patches	102.60
KRISTIN NORDECK BROWN P.C.	Prosecutor services	1,526.00
L.G. EVERIST INC	Road Base	2,877.38
LIGHTING, ACCESSORY & WARNING SYSTEMS	Emergency equipment	16,318.68

Town of Frederick-List of Bills

April 1, 2016-April 21, 2016

LINDSEY MARTINEZ	Election Judge	120.00
LONGS PEAK LANDSCAPE INC	Landscaping improvements	2,738.12
MAIL SOLUTIONS & PRINTING	Events brochures	594.20
MOUNTAIN STATES EMPLOYERS COUNCIL	Membership Dues	1,300.00
NEWMAN TRAFFIC SIGNS, INC.	Traffic Signs	79.27
NORTHERN COLORADO FLUID POWER INC.	Truck repairs	225.00
O'REILLY AUTOMOTIVE INC	Parts	994.46
PAT MANGRAVITO	Election Judge	120.00
PAUL C BENEDETTI	Legal Services	4,380.00
PETER BAIN	Refund overpayment	229.52
PINNACOL ASSURANCE	Worker's Comp Claim	7.45
POSITIVE PROMOTIONS INC	Identity Theft books	248.45
PRE ACTION FIRE INC	Wireless Monitoring	525.00
PRODUCTIVITY PLUS ACCOUNT	Supplies	57.85
RAMEY ENVIRONMENTAL COMPLIANCE	ORC Services Distribution & Collection Systems	100.00
RAY ALLEN MANUFACTURING	K-9 supplies	36.50
REDI SERVICES LLC	Monthly Servicing of Porta Johns	370.00
RENEWABLE FIBER INC	Landscape Supplies	3,802.50
SAFETY & CONSTRUCTION SUPPLY INC	Safety supplies	112.98
SAMSON LAW FIRM	Legal Services	11,500.00
SARAH HIGGINS	Reimbursement training class	200.00
SCL HEALTH SYSTEM	Screening	35.00
SIMPLEX GRINNELL	Inspection	210.64
SOURCE GAS	Gas Usage	2,420.10
STAPLES ADVANTAGE	Supplies	110.84
STEPHANIE SALAZAR	Consulting Services	6,500.00
SUMMIT STRATEGIES	CDOT Maintenance Facility Relocation	3,500.00
TELOS ONLINE	Wireless service	309.99
THE TREE FARM	Trees for parks	89.90
TIGER EQUIPMENT INC	Storage Container	2,213.00
TIMBERLAN	IT Services	7,086.89
TLO LLC	Investgations fee	100.00
TRACTOR SUPPLY CREDIT PLAN	Parts	908.30
USA BLUE BOOK	Supplies	201.24
VERIZON WIRELESS	Wireless Services	54.94
W.L. CONTRACTORS, INC.	Monthly Maintenance Fee	157.50
WAGNER WELDING SUPPLY COMPANY	Shop Supplies	67.70
WARD ELECTRIC COMPANY INC	Electric O & M	9,773.24
WELD COUNTY CHIEF'S OF POLICE ASSOC	Membership Dues	60.00
WESTERN UNITED ELECTRIC SUPPLY CORP	Milavec Lake Pumphouse Supplies	72,877.09
WILLIAM WEST	Refund Overpayment	300.44
WILLIAM Y LEUNG LLC	Consulting Services	1,113.72
WORKWELL OCCUPATIONAL MEDICINE	Evaluation, Physical & Drug Screening	613.12
WRIGHT EXPRESS	Fuel	3,238.78
	Grand Total:	<u>338,088.65</u>



TOWN OF FREDERICK

Board of Trustees

Action Memorandum

Tony Carey, Mayor

Laura Brown, Mayor Pro Tem
Fred Skates, Trustee
Salvatore "Sam" DeSantis, Trustee

Rafer Burnham, Trustee
Donna Hudziak Trustee
Rocky Figurilli, Trustee

A Resolution Amending the 2015 Fiscal Year Budget

Agenda Date: Town Board Meeting - May 10, 2016

Attachments: a. Resolution 16-R-32

Finance Review:


Finance Director

Submitted by:



Finance Director

Approved for Presentation:



Town Manager

☐ Quasi-Judicial

☐ Legislative

☒ Administrative

Summary Statement:

The Town Board of Trustees adopts an annual budget that begins in January and can be amended through-out the year as necessary. The audit for the Town began in April, and as part of the process for the financial audit, some changes to the budget may be requested to ensure that we comply with C.R.S. 29-1-110. Supplemental appropriations must be approved by the Board of Trustees to authorize any additional expenditures not included in the adopted annual budget.

Detail of Issue/Request:

Streets and Alley Fund – In 2015 the Board approved ordinance 1187 which authorized the issuance of refunding bonds, Series 2015, to be used to refund the Series 2006 bonds at a lower interest rate. Consequently, an additional appropriation in the amount of \$3,505,000 is being requested to cover the cost of refunding the Series 2006 bonds. Revenues in the fund reflect the refunding issuance as well as the issuance of new bonds, which combined total \$4,419,438.

Legal Comments:

Built on What Matters.

None.

Alternatives/Options:

Approve all, some, or none of the additional appropriation requested.

Financial Considerations:

Changes in fund balance with additional revenues and appropriations requested.

Staff Recommendation:

Adopt the Resolution as presented.

TOWN OF FREDERICK
Resolution No. 16-R-32

RESOLUTION TO SUPPLEMENT THE YEAR 2015 OPERATING BUDGET

A RESOLUTION APPROPRIATING SPENDING AUTHORITY BASED ON REVISED REVENUES AND EXPENDITURES ESTIMATES FOR THE OPERATING BUDGET, AND AMENDING THE CALENDAR YEAR 2015 BUDGET.

WHEREAS, The Town Board of the Town of Frederick received a recommendation from Town Staff to revise the 2015 spending plan for the funds listed and;

WHEREAS, projects have been evaluated and funds will not be forthcoming for such projects, these projected revenues and expenditures are being adjusted for the 2015 operating budget and;

WHEREAS, new information indicates that amendment to the 2015 operating budget would increase clarity of information and improve the quality of usefulness of such information in the decision making process, and;

WHEREAS, the Town Board agrees to modify appropriated expenditures for the 2015 budget, insuring the budget will be in balance and that authorized budgeted expenditures are amended, as required by law.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF FREDERICK, COLORADO, THAT THE 2015 BUDGET SHALL BE AMENDED TO INCLUDE THE FOLLOWING CHANGES:

Expenditures

Section 1. Street and Alley Fund:

Whereas, during 2015 the Town of Frederick determined that the Street and Alley Fund did not allocate adequate funds to the operating costs, the Board of Trustees hereby determines the new appropriation expense will be \$7,011,045.

Revenues

Section 2. Street and Alley Fund:

Whereas, during 2015 the Town of Frederick determined that the Street and Alley Fund revenues needed to be revised, the Board of Trustees hereby determines that the revenue estimate be revised to \$7,065,434.

INTRODUCED, READ AND ADOPTED ON THIS 10th DAY OF MAY, 2016.

ATTEST:

Tony Carey, Mayor

Meghan Martinez, CMC
Town Clerk



TOWN OF FREDERICK

Board of Trustees

Action Memorandum

Tony Carey, Mayor

Laura Brown, Mayor Pro Tem
Fred Skates, Trustee
Salvatore "Sam" DeSantis, Trustee

Rafer Burnham, Trustee
Donna Hudziak, Trustee
Rocky Figurilli, Trustee

AN ORDINANCE OF THE TOWN OF FREDERICK, COLORADO, AMENDING CHAPTER 8, ARTICLE III, SECTION 8-45, OF THE FREDERICK MUNICIPAL CODE, ENTITLED "VEHICLE REGISTRATION."

Agenda Date: Town Board Meeting - May 10, 2016

Attachments: a. Draft ordinance

Finance Review: _____
Finance Director

Submitted by: /s/ _____
Kristin N. Brown, Town Prosecutor

Approved for Presentation:  _____
Town Manager

☐ Quasi-Judicial

☐ Legislative

☐ Administrative

Summary Statement:

The proposed ordinance modifies the recently enacted Municipal Code provision related to motor vehicle registration.

Detail of Issue/Request:

Ordinance 1223, recently adopted, enacted §8-45 of the Frederick Municipal Code related to motor vehicle registration. The section needs to be amended to add the "grace period" afforded under the statute (to allow dismissal of the charge in the event the vehicle is registered by the last day of the month following the date of expiration). In addition, there is the need to clarify that the penalty the Municipal Court can consider upon conviction is a fine of \$50.00 if the registration is expired for less than 59 days, and a fine of \$100.00 if the registration is expired for 60 or more days.

Built on What Matters.

Legal Comments:

Adoption of the proposed ordinance will allow the charge to be dismissed locally if the registration is renewed by the last day of the month following the date of expiration. This is consistent with the statutory provisions related to vehicle registration.

Alternatives/Options:

Vote to adopt the proposed ordinance, or not.

Financial Considerations:

None.

Staff Recommendation:

Staff recommends that the Board of Trustees adopt the proposed ordinance.

**TOWN OF FREDERICK, COLORADO
ORDINANCE NO. 1230**

**AN ORDINANCE OF THE TOWN OF FREDERICK, COLORADO,
AMENDING CHAPTER 8, ARTICLE III, SECTION 8-45, OF THE
FREDERICK MUNICIPAL CODE, ENTITLED “VEHICLE
REGISTRATION.”**

WHEREAS, on March 8, 2016, the Frederick Board of Trustees adopted Ordinance 1223 enacting Chapter 8, Article III, Section 8-45, entitled “Vehicle registration”; and

WHEREAS, there is the need to revise the penalty section of Section 8-45; and

WHEREAS, there is the need to add an affirmative defense to Section 8-45 where the vehicle registration has been renewed not later than the last day of the month following the date of expiration.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF FREDERICK, AS FOLLOWS:

Section 1: Chapter 8, Article III, Section 8-45(c), of the Frederick Municipal Code is hereby amended to read as follows:

Sec. 8-45. Vehicle registration.

(c) This section is designated a non-criminal violation. Upon conviction the penalties set forth at Section 1-72(a) shall apply. As guidance, the Court may impose a fine in the amount of \$50.00 for any license plate, temporary or otherwise, expired for less than 59 days, and a fine in the amount of \$100.00 for any license plate, temporary or otherwise, expired for 60 or more days.

Section 2: Chapter 8, Article III, Section 8-45(d), of the Frederick Municipal Code is hereby enacted to read as follows:

Sec. 8-45. Vehicle registration.

(d) It is an affirmative defense to a violation of this section that the vehicle registration was renewed not later than the last day of the month following the date of expiration.

Section 3 Effective date. This ordinance shall be published and become effective as provided by law.

Section 4: Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of the ordinance. The Town Board hereby declares that it would have passed the ordinance including each part, section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more parts, sections, subsections, sentence, clauses or phrases

be declared invalid.

Section 5: Repealer. All ordinances or resolutions, or parts thereof, in conflict with this ordinance are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

**INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED
THIS 10th DAY OF MAY, 2016.**

TOWN OF FREDERICK

By: _____
Tony Carey, Mayor

ATTEST:

By _____
Meghan C. Martinez, CMC
Town Clerk



TOWN OF FREDERICK

Board of Trustees

Action Memorandum

Laura Brown, Mayor Pro Tem
Fred Skates, Trustee
Salvatore "Sam" DeSantis, Trustee

Tony Carey, Mayor

Rafer Burnham, Trustee
Donna Hudziak, Trustee
Rocky Figurilli, Trustee

Resolutions for Appointment of the Municipal Judge and Alternate Municipal Judges in Conformance with Frederick Municipal Code Section 2-61 and 2-144.

Agenda Date: Town Board Meeting – May 10, 2016

Attachments:

- a. Resolution 16-R-33 Appointment of the Municipal Judge
- b. Resolution 16-R-34 Appointment of the Substitute Municipal Judges

Finance Review: _____
Finance Director

Submitted by: _____
Town Clerk

Approved for Presentation: _____
Town Manager

☐ Quasi-Judicial

☒ Legislative

☒ Administrative

Summary Statement:

Two resolutions are attached for the purposes of making appointments as permitted by the Frederick Municipal Code.

Detail of Issue/Request:

Enclosed for your consideration are appointments of the municipal judge and substitute municipal judges as outlined in the Frederick Municipal Code (FMC) Section 2-61 and Section 2-144:

Section 2-61:

Each Board of Trustees, upon taking office, within one (1) month after each general municipal election, shall proceed to the election and appointment of the following officers: one (1) Town Attorney, one (1) Clerk; one (1) Treasurer; and one (1) Municipal Judge; and such other officers as may be required by statute or this Code...

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Section 2-144(a):

The Court shall be presided over by a Municipal Judge appointed for a term of two (2) years by the Board of Trustees. Additional judges may be appointed as may be needed to transact the business of the Court...

As the FMC mentions it is required to appoint the Municipal Judge but not required to appoint substitute judges. Substitute judges are suggested in the event the Municipal Judge is unable to fulfill his duties.

Municipal Judge – Jeff Cahn

The following appointments are suggested and at the discretion of the Town Board;

Substitute Municipal Judge – Robert Frick

Substitute Municipal Judge – Willard Hardesty

Legal Comments:

The resolutions presented were drafted by the Town Attorney.

Alternatives/Options:

The following appointments are suggestions due to the fact that the Board has complete autonomy to make the final decision on these appointments.

Financial Considerations:

These appointments have been budgeted in the fiscal year 2016 budget.

Staff Recommendation:

The resolutions and corresponding appointments are recommended and suggested as prescribed by the Frederick Municipal Code. Complete discretion resides with the Board.

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 16-R-33**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO, APPOINTING
THE MUNICIPAL JUDGE**

WHEREAS, the Board of Trustees, as required by Chapter 2, Article III, Sections 2-61 and 2-144 of the *Frederick Municipal Code*, shall appoint a Municipal Judge, to a term not to exceed two (2) years. At the discretion of the Board of Trustees, the Municipal judge may be appointed to successive terms.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Frederick, Weld County, Colorado, that:

Section 1. **Appointment.** Jeff Cahn is hereby appointed as Municipal Judge for the Town of Frederick.

Section 2. **Effective Date.** This resolution shall become effective immediately upon adoption.

Section 3. **Repealer.** All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 4. **Certification.** The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 10th DAY OF MAY, 2016.

ATTEST:

TOWN OF FREDERICK

By _____
Meghan C. Martinez, CMC
Town Clerk

By _____
Tony Carey, Mayor

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 16-R-34**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO, APPOINTING
SUBSTITUTE MUNICIPAL JUDGES**

WHEREAS, the Board of Trustees, as required by Chapter 2, Article III, Sections 2-61 and 2-144 of the *Frederick Municipal Code*, may appoint Substitute Municipal Judges, to a term not to exceed two (2) years. At the discretion of the Board of Trustees, the Substitute Municipal Judges may be appointed to successive terms.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Frederick, Weld County, Colorado, that:

Section 1. **Appointment.** Robert Frick and Willard Hardesty are hereby appointed as Substitute Municipal Judges for the Town of Frederick.

Section 2. **Effective Date.** This resolution shall become effective immediately upon adoption.

Section 3. **Repealer.** All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 4. **Certification.** The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 10th DAY OF MAY, 2016.

ATTEST:

TOWN OF FREDERICK

By _____
Meghan C. Martinez, CMC
Town Clerk

By _____
Tony Carey, Mayor



TOWN OF FREDERICK BOARD OF TRUSTEES ACTION MEMORANDUM

Tony Carey, Mayor

Laura Brown, Mayor Pro Tem
Fred Skates, Trustee
Salvatore "Sam" DeSantis, Trustee

Rafer Burnham, Trustee
Donna Hudziak Trustee
Rocky Figurilli, Trustee

Consideration of the Re-Appointment of Lee Schlais to the Parks, Open Space, and Trails Commission

Agenda Date: May 10, 2016

Attachments: a. Application from Lee Schlais

Finance Review:

Finance Director

Submitted by:

Jennifer Simmons
Planning Director

Approved for Presentation:

Town Manager

☐ Quasi-Judicial

☐ Legislative

☒ Administrative

Summary Statement:

Commissioners on the Parks, Open Space, and Trails Commission serve two year terms.

Detail of Issue/Request:

The Municipal Code allows seven citizens to serve on the Parks, Open Space, and Trails Commission. Currently, all positions are filled. The application before you is from existing Commissioner Schlais requesting re-appointment. Commissioner Schlais is a valuable member of the Commission and provides valuable perspectives and input.

The responsibilities of the Commission include advising the Board of Trustees on all matters relating to acquisition, care, use, management, control and planning of all Town-owned parks, open space, and trails; advising the Board regarding the preparation and maintenance of a long-range parks and open space acquisition, care and maintenance plan; and making recommendations to the Board regarding parks, open space, and trail-related budget items.

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Legal Comments:

Not applicable.

Alternatives/Options:

The Board of Trustees may choose whether or not to re-appoint the applicant to serve on the Commission.

Financial Considerations:

Not applicable.

Staff Recommendation:

Staff recommends re-appointment of Commissioner Schlais.



401 LOCUST STREET • P.O. BOX 435 • FREDERICK, CO 80530-0435

PHONE: (720) 382-5500 • FAX: (720) 382-5520

WWW.FREDERICKCO.GOV

BOARD, COMMITTEE AND COMMISSION APPLICATION

Application for Appointment to: Parks open Space & Trails
(Name of Board, Committee or Commission)

Name: Lee Schlais

Home Address: 302 Grant ST, Frederick, Co 80530

Mailing Address: 302 Grant St, Frederick, Co 80530

Email Address: lschlais@yahoo.com

Occupation: Software Dev Mgr Employer: DigitalGlobe Inc

Phone #: 719-289-5359 Work Phone #: 303-681-4776

Education Years Completed: 16 College(s): Univ. Ca @ Riverside

Degree(s): BA

Qualifications for Serving: Have served on Frederick POST commission for Post 4 yrs.

Why do you desire this appointment: to continue working on POST Commission projects with my fellow commissioners

How much time are you able to devote?: As much as needed

Do you presently serve on a Board or Commission?: yes

If yes, please list: POST

Where did you hear of this vacancy: _____

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Town of Frederick
Board/Committee/Commission Applicants
Conflict of Interest Disclosure

Several state laws and municipal ordinances prohibit conflicts of interest on the part of Town Boards and Commission members. A member of a Board/Committee/Commission shall not perform an official act that may have an economic benefit on a business or other undertaking (whether or not for profit) in which the member has a direct or substantial financial interest. Board/Committee/Commission members must not be interested in any contract made in their official capacities; or make by any other body, agency or board of which they are members or employees.

ALL BOARD/COMMITTEE/COMMISSION APPLICANTS:

Do you have any direct or indirect financial or economic interest in any business or other undertaking (whether or not for profit) that may have business coming before the Board/Committee/Commission for which you have applied? No

If yes, please describe that interest in the space immediately below (if you need additional space, please attach additional sheets) _____

If desired, please submit a letter of application or resume with this application.

This application is subject to the Colorado Open Records Act and should not be considered confidential.

Applicant Signature: Lee Schlais

Date: April 5, 2016



401 LOCUST STREET • P.O. BOX 435 • FREDERICK, CO 80530-0435

PHONE: (720) 382-5500 • FAX: (720) 382-5520

WWW.FREDERICKCO.GOV

PARKS, OPEN SPACE, AND TRAILS COMMISSION APPLICATION QUESTIONNAIRE

The purpose of the POST Commission as set forth in the Frederick Municipal Code is to review and recommend to the Board of Trustees in all matters concerning the acquisition, development and maintenance of municipally owned parks, open space, and trails.

1. Have you served on a Board/Commission before? If so what was your experience? yes
Very positive. The Frederick POST commission has made
Many recommendations and changes for Frederick Parks

2. What experience do you have with the following?

- ☐ Landscape/Landscaping
- ☐ Forestry
- ☐ Horticulture
- ☐ Land Preservation and Conservation
- ☐ Wildlife Habitat
- ☐ Trail Connections
- ☐ Construction relating to parks, trails, and landscaping
- ☐ Environmental Education
- ☐ Arbor Day/Tree City USA

3. Please provide a brief description of your experience and why you are interested in serving as a Parks, Open Space, and Trails Commissioner.

To continue the work I have done for the commission over
the past 4 years

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4. Have you read the POST Master plan? yes

5. Do you have any direct or indirect financial or economic interest in any business or other undertaking (whether or not for profit) that may have business coming before the Board/Commission for which you have applied? NO

Lee Schla

Applicant Signature

April 5, 2016

Date



TOWN OF FREDERICK BOARD OF TRUSTEES ACTION MEMORANDUM

Tony Carey, Mayor

Laura Brown, Mayor Pro Tem
Fred Skates, Trustee
Salvatore "Sam" DeSantis, Trustee

Rafer Burnham, Trustee
Donna Hudziak Trustee
Rocky Figurilli, Trustee

To Consider a Resolution to Award the Bid for the Skate Park Request for Proposals to Team Pain

Agenda Date: Town Board Meeting - May 10, 2016

Attachments:

- a. Bid tab
- b. Resolution
- c. Bids Submitted – Separate Attachment due to page volume

Finance Review: _____
Finance Director

Submitted by: _____
Jennifer Simmons
Planning Director

Approved for Presentation: _____
Town Manager

☐ Quasi-Judicial

☐ Legislative

☒ Administrative

Summary Statement:

A Request for Proposals was posted February 11th, 2016 requesting submittals to design a skate park for Frederick Recreation Area and also create construction documents for the project. Bids were opened March 10, 2016 and staff has provided a recommendation for the award of this project.

Detail of Issue/Request:

At a past Board retreat, a priority of the Board of Trustees was to submit to a Great Outdoors Colorado (GOCO) grant application for construction of a skate park. After past grant applications were unsuccessful, conversations with GOCO staff revealed that skate parks tend to have a high success rate as there is a strong desire for this type of amenity, and limited numbers of the amenity.

A request for proposals (RFP) was advertised in February and seven responses were received prior to the deadline. The proposal prices are attached for reference. Proposals were reviewed with the following criteria in mind:

1. Project team
2. Project approach and understanding
3. Previous project experience
4. Financial stability and miscellaneous

The bid opening was March 10, 2016 at 2:00 p.m. The submittals were reviewed based on the review criteria and Team Pain was found to be the most responsible bidder.

Legal Comments:

The bid process was conducted according to Town rules and regulations.

Alternatives/Options:

Per the bid documents, the Town has the option of awarding the contract for this work to the most responsible bidder or to reject any and all bids.

Financial Considerations:

This project was funded in the 2016 budget.

Staff Recommendation:

Staff recommends that the Board approve the attached resolution as presented which include the contractor and cost to award.

Skate Park Bid Tab 3/10/16	
Evergreen Skateparks	\$43,600
Pillar Design Studios	\$18,750
Spohn Ranch Skateparks	\$49,000
Grindline	\$76,525
Team Pain	\$45,000
New Line Skateparks	\$83,115
Stanley Consultants	\$50,000 - \$80,000

Wormhoudt, Inc.

\$86,200 (submitted after deadline)

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 16-R-35**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO, AWARDING
THE BID FOR A SKATE PARK DESIGN AT THE FREDERICK RECREATION
AREA AND AUTHORIZING THE TOWN MANAGER TO EXECUTE THE
CONTRACT**

WHEREAS, the Town has solicited bids for design of a skate park at the Frederick Recreational Area; and

WHEREAS, the lowest responsible bidder was Team Pain in the amount of \$45,000.00.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE
TOWN OF FREDERICK, COLORADO, AS FOLLOWS:**

1. The Board of Trustees accepts the bid of Team Pain in the amount of \$45,000.00 as the lowest and most qualified bid for the design of a skate park at the Frederick Recreation Area.

2. The Board of Trustees authorizes Matthew S. LeCerf, Frederick Town Manager, is execute a contract with Team Pain in the amount of \$45,000.00 for the Town of Frederick skate park project upon completion of all requirements listed in the Notice of Award and as specified in the Contract Bid Documents.

INTRODUCED, READ, PASSED, AND SIGNED THIS 10TH DAY OF MAY, 2016.

ATTEST:

TOWN OF FREDERICK

By _____
Meghan C. Martinez, CMC
Town Clerk

By _____
Tony Carey, Mayor



TOWN OF FREDERICK

Board of Trustees

Action Memorandum

Tony Carey, Mayor

Laura Brown, Mayor Pro Tem
Fred Skates, Trustee
Salvatore "Sam" DeSantis, Trustee

Rafer Burnham, Trustee
Donna Hudziak Trustee
Rocky Figurilli, Trustee

CONSIDER AWARDING A CONTRACT FOR THE 2016 PAVEMENT MAINTENANCE PROJECT

Agenda Date: Board Meeting – May 10th, 2016

Attachments:

- a. Bid Tabulation from Contractors and Project Maps
(Will be provided at or before meeting.)
- b. Resolution 16-R-36
- c. Location Narrative
- d. Map of Planned Area Improvements


Finance Review:

Finance Director

Submitted by:

Steve Stanish, P.E.
Stormwater and Transportation Engineer

Approved for Presentation:


Town Manager

☐ Quasi-Judicial

☐ Legislative

☒ Administrative

Summary Statement:

Bids for the 2016 PAVEMENT MAINTENANCE PROJECT were opened on April 29th, 2016, and staff is providing a recommendation for the award of this project to the lowest responsible bidder.

Detail of Issue/Request:

As depicted in the map, staff identified these areas within the Town of Frederick requiring pavement maintenance. Pavement maintenance and preservation is a critical part of the overall community infrastructure of the town. Previous years budgeting has focused on flood damaged infrastructure to improve road resiliency with these funds. These maintenance improvements will be part of system that will improve roadways in a number of neighborhoods and thoroughfares. The Invitation to Bid was

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issued April 18th, 2016 and advertised two (2.0) consecutive weeks. The bid opening was April 29th, 2016. Since time is of the essence in completing this work as weather allows, staff reviewed the bids and the contractor's qualifications and will provide a recommendation for award to the lowest qualified bidder at the May 10th, 2016 meeting, as has been done with similar projects in the past.

Legal/Political Considerations:

Staff followed the Town's Purchasing Manual procedures.

Alternatives/Options:

The Town has the option of awarding the contract for this work to the lowest responsible bidder, to negotiate with the lowest responsible bidder, to reject any and all quotes and not proceed with the pavement maintenance project this year, or re-bid a different contract scope with budgeted funds.

Financial Considerations:

The Street and Alley Fund has budgeted funds for these maintenance improvements and would allocate them to this project with an amount not to exceed \$720,000 after value engineering.

Staff Recommendation:

Staff recommends that the Board authorize the Engineering Director to issue the Notice of Award to the lowest responsible bidder. Staff further recommends that the Board approve the attached Resolution to authorize the Town Manager to sign the Agreement with the lowest responsible bidder upon the completion of all requirements listed in the Notice of Award and as specified in the Contract Bid Documents for the 2016 PAVEMENT MAINTENANCE PROJECT.

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 16-R-36**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO, TO AWARD
A CONTRACT FOR THE 2016 PAVEMENT MAINTENANCE PROJECT AND
AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CONTRACT**

WHEREAS, the Town has solicited bids for the 2016 Pavement Maintenance Project; and

WHEREAS, the lowest responsible bidder was _____.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE
TOWN OF FREDERICK, COLORADO, AS FOLLOWS:**

1. The Board of Trustees accepts the bid of _____ in the amount of \$ _____ as the lowest responsible bid for the Pavement Maintenance Project as reflected in the accompanied Action Memorandum.

2. Matthew S. LeCerf, Frederick Town Manager is hereby authorized to execute a contract with _____ in an amount not to exceed \$ _____ for the Pavement Maintenance Project.

INTRODUCED, READ, PASSED, AND SIGNED THIS 10TH DAY OF MAY, 2016.

ATTEST:

TOWN OF FREDERICK

By _____
Megan C. Martinez, Town Clerk

By _____
Tony Carey, Mayor

Location Narrative:

This is an explanation of the mapping of locations.

Patching and Mastic Sealing has been described in (but are not limited to) the attached maps of subdivisions/areas:

- 1.) Countryside subdivision (total Patching ~2235SY)
- 2.) Savannah subdivision (total Patching ~552SY)
- 3.) Downtown/Carriage Hills area (total Patching ~550SY)
- 4.) Wildflower Subdivision (total Patching ~225SY)
- 5.) Rinn Valley Subdivision (total Patching ~698SY)
- 6.) Eagle Valley Subdivision (total Patching ~995SY)

Quantities have been accounted for patching areas. Typical patching for this contract is 4' wide by road width. Any additional areas of work will be determined by the engineer as needed.

Mastic sealing in these subdivisions is typical for longitudinal cracks between the curb line and the street.

Chip sealing will occur (but are not limited to) in the following subdivisions/areas:

- 1.) Savannah subdivision
- 2.) Wildflower Subdivision
- 3.) Eagle Valley Subdivision

Areas to be milled include (but are not limited to) the following:

- 4.) Downtown (5th street from Oak St. to Locust St.)
- 5.) Countryside subdivision
- 6.) Savannah subdivision
- 7.) Wildflower Subdivision
- 8.) Rinn Valley Subdivision
- 9.) Eagle Valley Subdivision

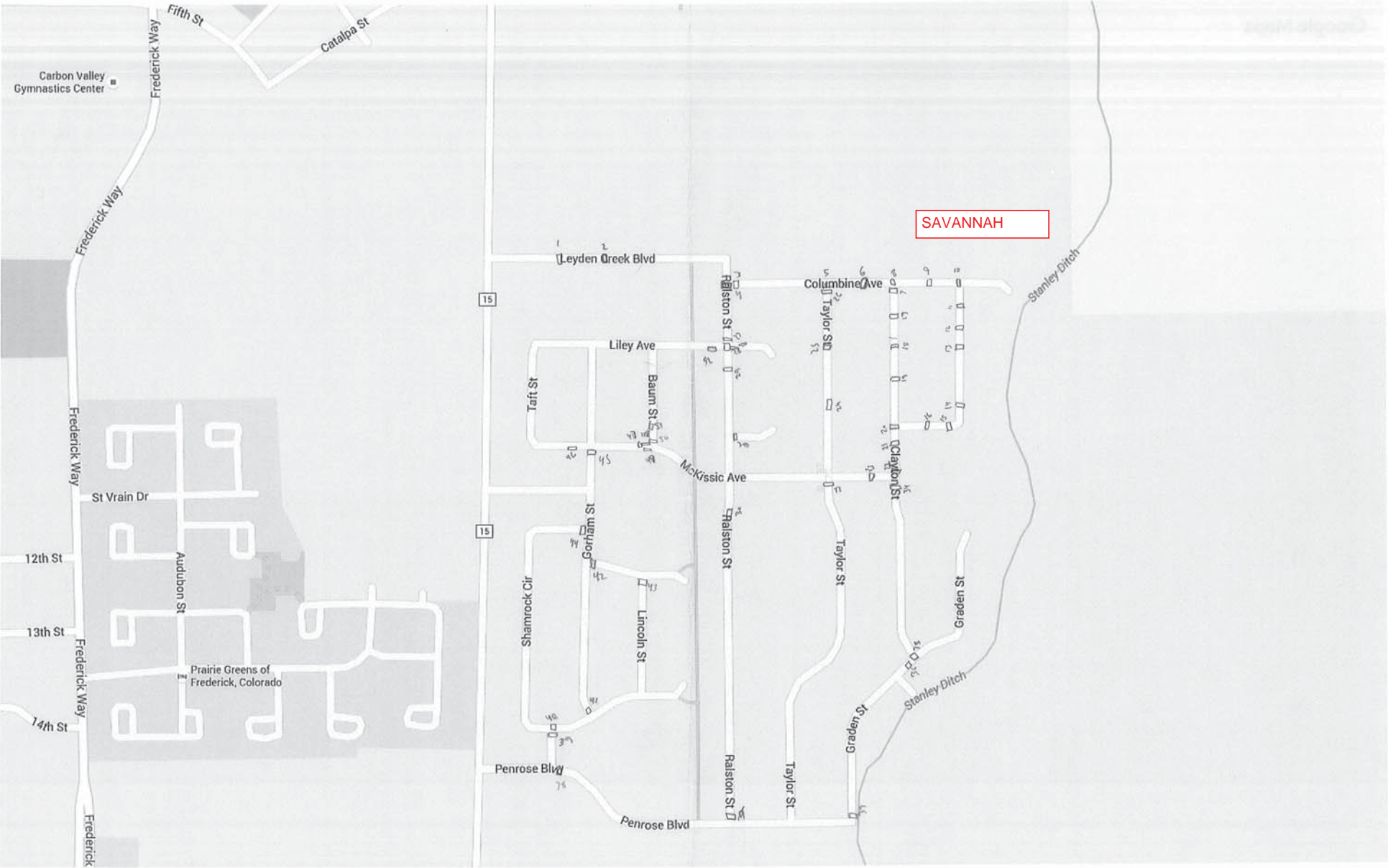
Subdivision areas to be milled will typically be smaller in nature. (~25-35 SY)

Striping will match existing for areas milled or patched. The majority of striping will occur along arterial roadway. Specific areas to be striped include (but are not limited to):

- 1.) Silver Blvd from HWY 52 to Bella Rosa
- 2.) Ridgeway Blvd from HWY 52 to Tipple Parkway

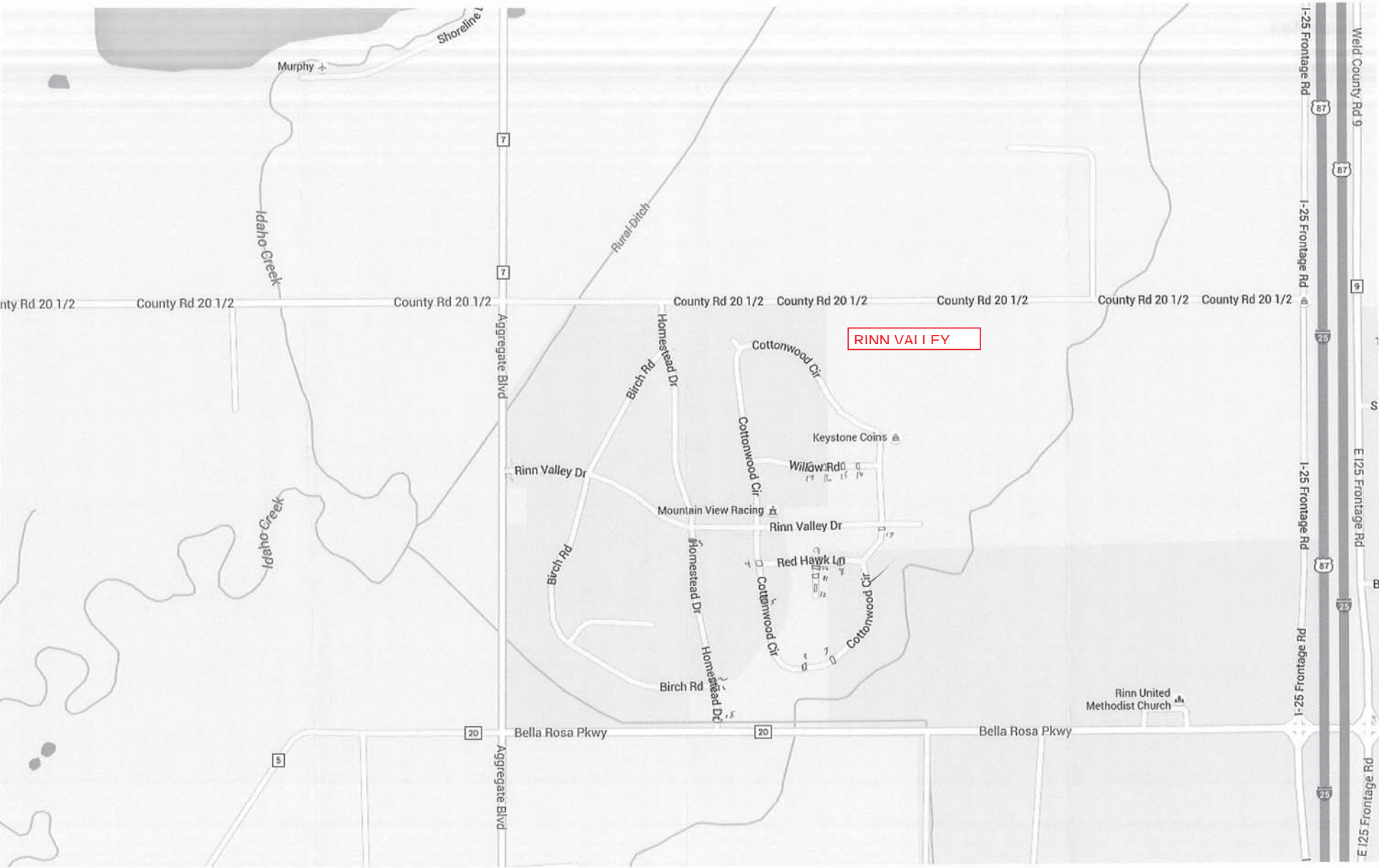














TOWN OF FREDERICK

Board of Trustees

Action Memorandum

Laura Brown, Mayor Pro Tem
Fred Skates, Trustee
Salvatore "Sam" DeSantis, Trustee

Tony Carey, Mayor

Rafer Burnham, Trustee
Donna Hudziak Trustee
Rocky Figurilli, Trustee

CONSIDER AWARDING A CONTRACT FOR THE 2016 CONCRETE AND ALLEY MAINTENANCE PROJECT

Agenda Date: Board Meeting – May 10th, 2016

Attachments:

- a. Bid Tabulation from Contractors and Project Maps
(Will be provided at or before meeting.)
- b. Resolution 16-R-37
- c. Map of Planned Improvement Areas

Finance Review:

Finance Director

Submitted by:

Steve Stanish, P.E.
Stormwater and Transportation Engineer

Approved for Presentation:

Matthew St. Zeger
Town Manager

☐ Quasi-Judicial

☐ Legislative

☒ Administrative

Summary Statement:

Bids for the 2016 CONCRETE AND ALLEY MAINTENANCE PROJECT were opened on April 29th, 2016, and staff is providing a recommendation for the award of this project to the lowest responsible bidder.

Detail of Issue/Request:

Based on the attached map, staff identified these areas within the Town of Frederick requiring concrete and alleyway maintenance. Concrete and alleyway maintenance and preservation is a critical part of the overall community infrastructure of the Town. Alleyways in the downtown area have been assessed and are currently included in an improvement program to pave these dirt alleyways to improve downtown infrastructure. This will also improve drainage infrastructure and general road resiliency with these

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funds. These maintenance improvements will be part of a system that will improve alleys, minor roadway drainage and concrete pedestrian infrastructure. The Invitation to Bid was issued April 18th, 2016 and advertised two (2.0) consecutive weeks. The bid opening was April 29th, 2016. Since time is of the essence in completing this work as weather allows, staff reviewed the bids and the contractor's qualifications and will provide a recommendation for award to the lowest qualified bidder at the May 10th, 2016 meeting, as has been done with similar projects in the past.

Legal/Political Considerations:

Staff followed the Town's Purchasing Manual procedures.

Alternatives/Options:

The Town has the option of awarding the contract for this work to the lowest responsible bidder, to negotiate with the lowest responsible bidder, to reject any and all quotes and not proceed with the pavement maintenance project this year, or re-bid a different contract scope with budgeted funds.

Financial Considerations:

The Street and Alley Fund has budgeted funds in the amount of \$250k for the Alley maintenance improvements and \$30k for Concrete and Sidewalk repairs. This contract would allocate both of them to this project with an amount not to exceed \$280,000 after value engineering.

Staff Recommendation:

Staff recommends that the Board authorize the Engineering Director to issue the Notice of Award to the lowest responsible bidder. Staff further recommends that the Board approve the attached Resolution to authorize the Town Manager to sign the Agreement with the lowest responsible bidder upon the completion of all requirements listed in the Notice of Award and as specified in the Contract Bid Documents for the 2016 CONCRETE AND ALLEY MAINTENANCE PROJECT.

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 16-R-37**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO, TO AWARD
A CONTRACT FOR THE 2016 CONCRETE AND ALLEY MAINTENANCE
PROJECT AND AUTHORIZING THE TOWN MANAGER TO EXECUTE THE
CONTRACT**

WHEREAS, the Town has solicited bids for the 2016 Concrete and Alley Maintenance Project;
and

WHEREAS, the lowest responsible bidder was _____.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE
TOWN OF FREDERICK, COLORADO, AS FOLLOWS:**

1. The Board of Trustees accepts the bid of _____ in the amount of
\$ _____ as the lowest responsible bid for the Concrete and Alley Maintenance Project as
reflected in the accompanied Action Memorandum.

2. Matthew S. LeCerf, Frederick Town Manager is hereby authorized to execute a contract
with _____ in an amount not to exceed \$ _____ for the Concrete and Alley
Maintenance Project.

INTRODUCED, READ, PASSED, AND SIGNED THIS 10TH DAY OF MAY, 2016.

ATTEST:

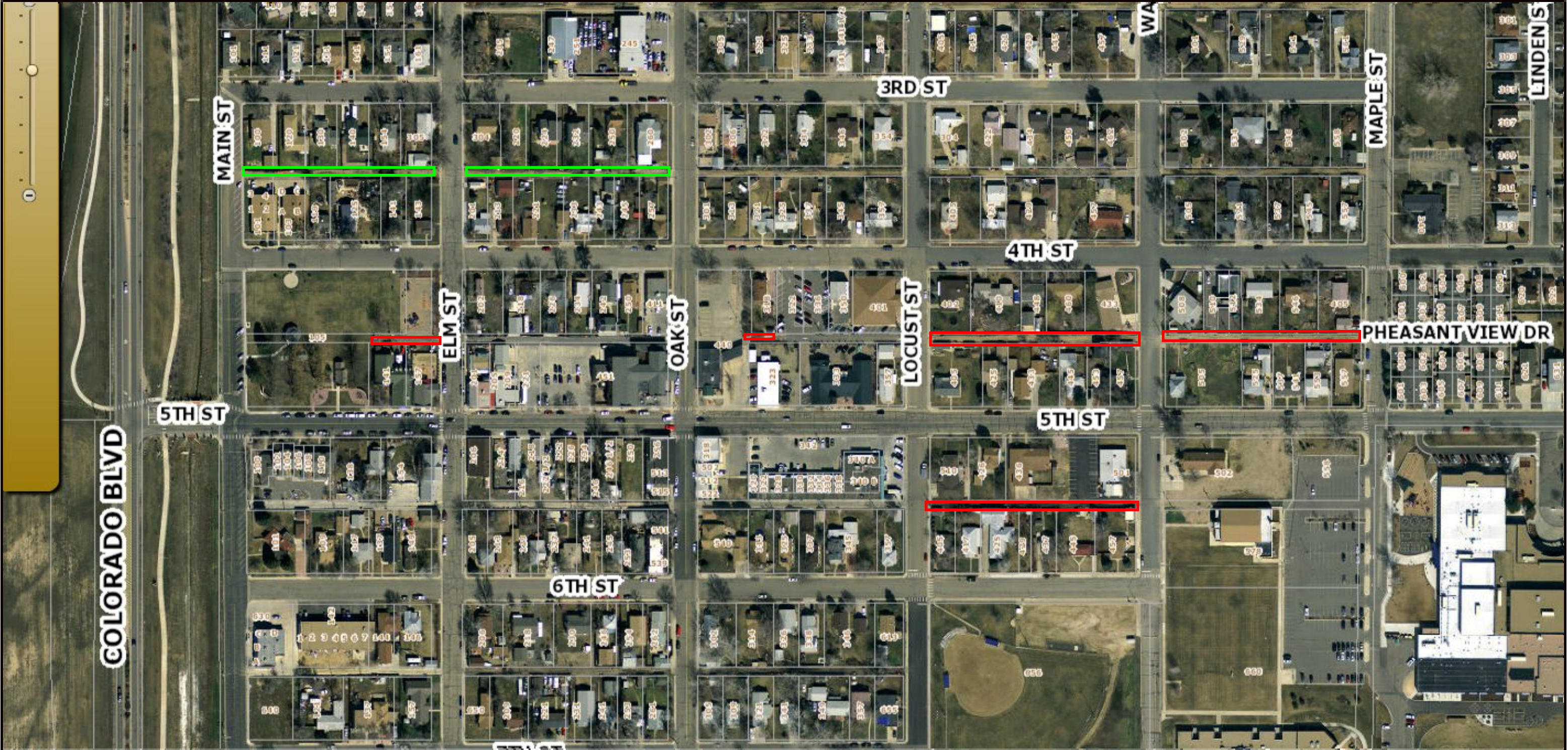
TOWN OF FREDERICK

By _____
Meghan C. Martinez, CMC
Town Clerk

By _____
Tony Carey, Mayor

2016 Concrete and Alleyway program

Alleyway Locations



DISCLAIMER: There are no representations or warranty, express or implied, concerning the accuracy, quality, likely results or reliability of the use of the information contained in this map. The Town assumes no responsibility for any errors, and is not liable for any damages resulting from the use of, or reliance on, the information contained in this map. Please notify the Town at gis@frederickco.gov of any discrepancies.



TOWN OF FREDERICK

Board of Trustees

Action Memorandum

Laura Brown, Trustee
Fred Skates, Trustee
Salvatore "Sam" DeSantis, Trustee

Tony Carey, Mayor

Rafer Burnham, Trustee
Donna Hudziak Trustee
Rocky Figurilli, Trustee

Awarding the 2016 Frederick Scholarship

Agenda Date: Town Board Meeting – May 10, 2016

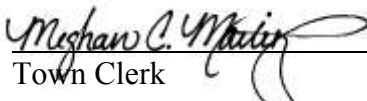
Attachments:

- a. Resolution 16-R-38
- b. Applications from Recommended Applicants

Finance Review:

Finance Director

Submitted by:



Town Clerk

Approved for Presentation:



Town Manager

☐ Quasi-Judicial

☐ Legislative

☒ Administrative

Summary Statement:

Each year the Board of Trustees awards scholarships in the amount of \$1,500.00 per year for the first four years of college eligibility to two graduating residents of the Town of Frederick.

Detail of Issue/Request:

The deadline this year for the Frederick Scholarship was April 1, 2016. Thirteen applications were received and reviewed by the Scholarship Commission.

Students are required to submit an application, transcripts, one letter of recommendation or community nomination and an essay for consideration by the scholarship committee and must exhibit the following qualifications:

1. Graduating senior from an accredited high school or accredited home school program in Colorado.
2. Resident of the Town of Frederick

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3. Cumulative GPA of 3.0 and must have taken a college preparatory curriculum
4. Must have excelled in extra-curricular activities such as drama, music, art, student government, athletics, science clubs, etc.

This year the scholarship commission implemented two new facets to the application process. In an effort to rally the community around our youth, the commission accepted nominations from the community. Those nominated students were contacted by the staff representative and were forwarded an application. This year three students were nominated by community members to be considered as recipients. Of those three nominations, two students submitted their applications for consideration.

In addition, the scholarship commission added an interview portion to the process. This year the commission interviewed six students. The commission felt this portion was necessary to identify those students that exhibited the values of the Town of Frederick brand and who would represent that Town well in their higher education pursuits.

The commission has recommended two students as recipients of the Frederick High School Scholarship. To maintain the scholarship, recipients are required to meet the following criteria:

1. The student must attend an accredited college or university and have a plan to pursue a bachelor's degree. Attending a junior college for the first two years is acceptable.
2. Must achieve at least a 3.0 GPA each year.
3. The Commission will review all continuing students for compliance with GPA requirements and recommend continuation or termination of the scholarship.

Legal/Political Considerations:

The resolution was drafted by the Town Attorney.

Alternatives/Options:

1. Accept the recommendations of the Scholarship Commission
2. Request review of all applicants by the Board of Trustees for consideration.

Financial Considerations:

This item was budgeted in the 2016 budget.

Staff Recommendation:

The Commissions recommends approving the attached resolution awarding the 2016 scholarship.

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 16-R-38**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO,
GRANTING THE 2016 FREDERICK HIGH SCHOOL SCHOLARSHIP
PROGRAM AWARDS BASED ON THE RECOMMENDATIONS OF THE
SCHOLARSHIP COMMISSION.**

WHEREAS, the Town created an academic scholarship program for graduating seniors from the Town of Frederick attending an accredited high school or accredited home schooling program in Colorado under Ordinance 1127, administered through recommendations of the Scholarship Commission and annual awards made by the Board of Trustees; and

WHEREAS, the Town wishes to grant awards to the high school students nominated by the Scholarship Commission.

**BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF
FREDERICK, COLORADO, AS FOLLOWS:**

Section 1. The Board of Trustees hereby accepts the nominations of the Scholarship Commission and authorizes the Mayor and the Town Clerk to issue scholarship award funds to the institutions attended by the following students, pursuant to Article VIII, Chapter 4, Frederick Municipal Code, 1992, as amended:

<i>Student</i>	<i>University/College Attending</i>

Section 2. Pursuant to Sec. 4-166, Frederick Municipal Codes the students above must meet certain eligibility requirements in order to remain qualified to receive scholarship awards in subsequent academic years under the Town scholarship program, including maintaining a minimum university/college GPA of 3.0.

Section 3. Effective Date. This resolution shall be become effective immediately upon adoption.

Section 4. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 5. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 10th DAY OF May 2016.

ATTEST:

TOWN OF FREDERICK

By _____
Meghan C. Martinez, CMC
Town Clerk

By _____
Tony Carey, Mayor